



# OFFICE OF SUPPLIER DIVERSITY

## **FY2015 ANNUAL REPORT July 1, 2014 to June 30, 2015**

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## Key Indicators

### The positive trend continues:

- In FY2015 the State of Delaware spent \$213.8Million with the Supplier Diversity and Small Business communities. This is inclusive of the OSD and SBF certified businesses, W9 self-identified businesses, and awarded contract Tier II spend inclusive of DelDOT certified DBEs.
- In FY2015, the State of Delaware spent an all-time high of \$122Million with the supplier diversity community. This is an increase of 1.33% over FY2014.
- In FY2015, the State of Delaware spent \$91.8Million with the small business community.
- Spend with the Supplier Diversity community has increased by 199.2% throughout Governor Markell's Administration. Since Governor Markell took office in 2009, state spend with the supplier diversity community has tripled from \$40.7Million in FY2009 to \$122Million in FY2015.
- The Department of Education including the 19 School Districts collective spend with the supplier diversity community decreased by 25% in FY2015 as compared to FY2014. DOE continues to have has the highest Agency spend with the supplier diversity community in FY2015, representing 31.6% of the total state spend with the certified supplier diversity community.

### **Growth in the Supplier Diversity Certified community:**

- The number of certified firms increased by 150 businesses from 2,665 to 2,815 during FY2015, a 5.3% increase.
- Executive Order 44 enhanced the state's supplier diversity community with the addition of businesses owned by Individual with DisAbilities.

### **Growth in the Technology Sector:**

- The Professional, Scientific, and Technical Services sector experienced an 8.73% growth in the number of certified firms in the past year.

### **Creation of a Small Business Focus program**

- Executive Order 44 created a new program to increase access to state opportunities for small businesses of a unique size, based on a three year average of the number of employees and gross sales.
- The SBF program launched in FY2014 Q4. During FY2015, the number of certified small business firms grew by 107% or 44 firms, from 41 at the end of FY2014 to 85 at the end of FY2015.
- This is the first fiscal year that OSD has tracked spend with the small business community as it was the first full year of the Small Business Focus (SBF) Program certification and inclusion activities. The State spent \$91.8M with small businesses in FY2015, including \$6.28M with SBF certified vendors.



## Agencies' SCORE CARD FY2015

**The State of Delaware spent \$213.8M with the diverse and small business community in FY2015, including an increase of 1.33% for a total of \$122Million with the Supplier Diversity community of which 64.74% or \$78.98Million was Agency spend, and \$91.8Million with the small business community all of which was Agency spend.**

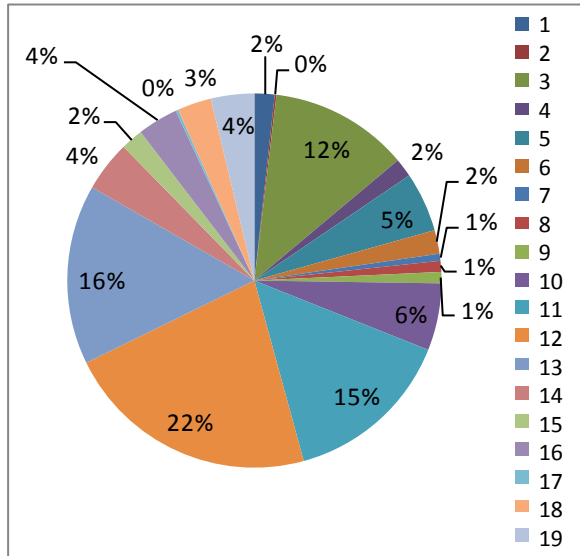
Department of Education has highest spend with the OSD certified community at \$24.96M and 31.6% of total of all agencies spending with the community as well as the highest spend with small businesses at \$33.6M and 36.7% of the total of all agencies spend with small businesses this quarter. Four agencies account for more than 64% of the spend with the diversity community: DOE, Correction, DelDOT, and DHSS and three agencies account for 65% of the spend with small businesses: DOE, DHSS, and DelDOT. Although DOE has the highest agency spend with the supplier diversity community for both diversity and small businesses, that spend compared to its total spend ranks DOE 7<sup>th</sup> for diversity spend against its total year expenditures and 6<sup>th</sup> for small spend against total year expenditures.

AGENCY	OSD FY2015	% of Agency OSD Spend	OSD% FY2015 Agency Spend	Total Agency Spend	Small FY2015	% of Agency small Spend	Small% FY2015 Agency Spend
Legislative	\$387,126	0.49%	6.45%	\$6,002,100	\$25,613	0.03%	0.43%
Judicial	\$714,462	0.90%	2.51%	\$28,445,662	\$1,351,125	1.48%	4.75%
Executive	\$4,938,189	6.25%	0.39%	\$1,268,788,862	\$3,348,620	3.66%	0.26%
Technology	\$2,537,772	3.21%	6.57%	\$38,631,255	\$3,378,007	3.69%	8.74%
Other Elective	\$462,343	0.59%	0.33%	\$141,833,929	\$629,775	0.69%	0.44%
Legal	\$327,307	0.41%	1.83%	\$17,902,090	\$1,810,163	1.98%	10.11%
Finance	\$3,617,119	4.58%	1.89%	\$191,871,079	\$6,134,218	6.70%	3.20%
DHSS	\$6,974,704	8.83%	0.30%	\$2,291,091,559	\$15,308,020	16.72%	0.67%
DSCYF	\$1,496,832	1.90%	1.56%	\$95,904,248	\$2,091,648	2.29%	2.18%
Correction	\$9,697,734	12.28%	10.01%	\$96,832,580	\$1,150,677	1.26%	1.19%
DNREC	\$3,975,551	5.03%	3.52%	\$112,806,470	\$2,375,366	2.60%	2.11%
DSHS	\$1,198,866	1.52%	2.57%	\$46,736,649	\$2,790,639	3.05%	5.97%
State	\$1,637,210	2.07%	2.98%	\$54,914,624	\$1,237,680	1.35%	2.25%
DelDOT	\$8,948,503	11.33%	1.86%	\$481,933,236	\$10,938,260	11.95%	2.27%
Labor	\$1,397,021	1.77%	4.30%	\$32,511,592	\$695,203	0.76%	2.14%
Agriculture	\$94,216	0.12%	0.16%	\$57,609,957	\$281,525	0.31%	0.49%
Elections	\$114,428	0.14%	2.99%	\$3,822,131	\$130,599	0.14%	3.42%
Fire	\$107,921	0.14%	5.20%	\$2,076,065	\$114,876	0.13%	5.53%
Natl Guard	\$643,250	0.81%	4.68%	\$13,734,028	\$1,971,451	2.15%	14.35%
Exceptional Citizens	\$324	0.00%	0.49%	\$66,273	\$663	0.00%	1.00%
Higher Education	\$4,750,573	6.01%	2.70%	\$175,776,766	\$2,150,035	2.35%	1.22%
Education	\$24,962,987	31.60%	4.07%	\$613,118,446	\$33,620,921	36.73%	5.48%
<b>Total</b>	<b>\$78,984,438</b>	<b>100.00%</b>	<b>1.37%</b>	<b>\$5,772,409,602</b>	<b>\$91,535,085</b>	<b>100.00%</b>	<b>1.59%</b>



## DOE & School Districts SCORE CARD FY2015

School Districts spent \$21.5Million with the Supplier Diversity community in FY2015



	District	FY2015 Total
1	Caesar Rodney District	\$372,529
2	Capital School District	\$32,808
3	Lake Forest School District	\$2,579,607
4	Laurel School District	\$345,772
5	Cape Henlopen School District	\$1,107,561
6	Milford School District	\$437,848
7	Seaford School District	\$131,558
8	Smyrna School District	\$204,004
9	Appoquinimink School District	\$210,055
10	Brandywine School District	\$1,245,149
11	Red Clay School District	\$3,159,830
12	Christina School District	\$4,727,524
13	Colonial School District	\$3,338,038
14	Woodbridge School District	\$939,306
15	Indian River School District	\$413,065
16	Delmar School District	\$752,280
17	New Castle County VoTech School District	\$47,955
18	Polytech School District	\$630,124
19	Sussex County Technical School District	\$803,973
	Total	<b>\$21,478,985</b>

FY2015 saw a decrease in spend with the Supplier Diversity community by DOE. Of the \$24,962,987 spent with the Supplier Diversity community in FY2015, \$21,478,985 or 86.04% was spent by the School Districts. DOE has the highest Agency spend with the Supplier Diversity community in FY2015 representing 31.6% of the total state spend with the certified Supplier Diversity community.

DOE	FY2015 DOE's OSD spend	Agency's OSD spend as % of total state spend	FY2015 DOE's Total spend	Agency's OSD spend as a % of total DOE spend
	\$24,962,987	31.6%	\$613,118,446	4.07%

Agency spend	FY2013	FY2014	FY2015
Dept. of Education	\$18,797,664	\$30,755,573*	\$24,962,987
percent increase/decrease		63.61%	-18.83%

\*It is important to note that much of the spend from the School Districts involves capital funds for new buildings and physical plant, and that this spending changes or projects complete and end.

## Executive Order 44

Governor Markell issued Executive Order 44 in March 2014, enhancing the Office of Supplier Diversity, growing the community to include businesses owned by Individuals with DisAbilities, and created a new Small Business Focus program for businesses of a unique small size.

Executive Order 44 replaced: Executive Orders 14 and 29. You can access E.O.44 at:

<http://www.governor.delaware.gov/orders/EO44.pdf>

## Governor's Supplier Diversity Council

The Governor's Supplier Diversity Council works on initiatives and meets to review current activities and takes actions to continue to increase access to opportunities for the supplier diversity community. During calendar year 2015, which is inclusive of the state's fiscal years FY2014 and FY2015, the Supplier Diversity Council (GSDC) worked on initiatives and on December 18, 2015, the Council met with Governor Markell and participated in a conversation around the current status of initiatives and about the overall status of supplier diversity efforts in the state. The GSDC initiatives reviewed include:

1. Encourage School Districts to report their Diversity spend on the Supplier Diversity Score Card
2. GSS to actively participate in School Districts Vendor Days including the providing of training; School Districts represent approximately one-third of the State's spend
3. Devise a method for effectively communicating current Supplier Diversity Score Card information to the State and the Supplier Diversity Community to increase visibility and address trends.
4. Evaluate the consistency and integrity of the RFP process, including follow-through and status updates by Procurement personnel. Create accountable timelines for Vendors who have submitted formal proposals

There are thirteen possible members of the Council at any given time and from time to time council members terms expire. The Council members during FY2015 included:

<b>Council Member</b>	<b>Current Professional Role</b>	<b>Represents</b>
Ken Anderson, Chair	Director - Entrepreneurial & Small Business Support, DEDO, State of Delaware	Delaware Economic Development Office designee
Anas Ben Addi	Director - Delaware State Housing Authority, State of Delaware	Representative of the Governor
Theresa V. Brown Edwards, Esq.	Corporate Restructuring Professional	Women-owned private business sector
L.J. Nick Callazzo III	President, Resource Specialists	Veteran-owned private business sector
Ernest (Ron) Frazier, Esq.	President, Countermeasures Assessment & Security Experts, LLC	Minority-owned private business sector
Clay Hammond	President, DelMarVa Black Chamber of Commerce	Local, private, or federal Minority business assistance program or community development program
Cathy Imburgia	President, Creative Communications	Local, private, or federal Women business assistance program or community development program
Givvel Marrero	President, Promotion Zone	Minority-owned private business sector
Dean Stotler	Chief Procurement Officer Director - Government Support Services, OMB, State of Delaware	Office of Management and Budget designee
Loren Hopkins Taylor of DuPont has been a non-voting participant during FY2015 <i>Currently open</i>	Supplier Diversity Manager, DuPont <i>Currently open</i>	Private sector DE business that administers a supplier diversity program
Dr. Sakthi A. Vel	President, Vel Micro Works Inc.	Minority-owned private business sector and meeting requirements of the Small Business Focus Program ( <i>SBF role created by EO44</i> )
Dr. Devona Williams	President, Goeins-Williams Associates, Inc.	Women-owned private business sector
<i>Currently open</i> <i>Role created by EO44</i>	<i>Currently open</i> <i>Role created by EO44</i>	Individual with Disability-owned private business sector

### What certifications exist?

During FY2015 the Office of Supplier Diversity (OSD) Certifications expanded to include Individuals with Disabilities, the Supplier Diversity Community is now inclusive as follows:

MBE	Minority Business Enterprise
WBE	Woman Business Enterprise



VOBE      Veteran Owned Business Enterprise  
SDVOBE   Service Disabled Veteran Owned Business Enterprise  
IWDBE    Individual with Disability Owned Business Enterprise

For Disadvantaged Business Enterprise (DBE) certification you need to contact the Delaware Department of Transportation<sup>1</sup> (DelDOT). There are both social and economic eligibility requirements for the DBE certification. You will find DBE spend details within this report. The DBE office provides reporting of the spend that occurs within the state with DBE firms.

### Who is eligible to apply for OSD certification?

A business (sole-proprietorship, partnership, corporation or joint venture) who meets the following criteria:

- The business is at least 51 percent owned, controlled, and actively managed by U.S. Citizen(s) or Permanent Resident(s) who is a:
  - Woman; or
  - Member of one of these ethnic groups: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans; or
  - Veteran or Service Disabled Veteran owned business as verified by VetBiz.gov; or
  - Individual with Disability owned business; and is
- Operating as for profit business with “useful business functions”; and
- An out-of-state company must first be certified in its home state (this must be a state-level diversity certification, if available) or by one of the following: NMSDC, WBENC, or VetBiz.gov before it can be considered for certification in Delaware.

We encourage all eligible businesses to apply for OSD certification. The application is available to you at: <http://gss.omb.delaware.gov/osd/docs/certapp.pdf>

### Firms that hold specific certifications:

Any firm already certified by their home state or one of the third party certification entities may utilize a *specialized application* to seek Office of Supplier Diversity certification, those include:

- Disadvantage Business Enterprise [49 CFR Pt 26](#) in Delaware, Maryland, or Pennsylvania
- City of Wilmington, Minority Business Enterprise Office ([MBEO](#))
- Center for Veterans Enterprise ([VetBiz.gov](#))
- National Minority Supplier Development Council ([NMSDC](#))
- Women Business Enterprise National Council ([WBENC](#))

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<sup>1</sup> <http://www.deldot.gov/information/business/dbe/index.shtml>

Delaware also recognizes other state certifications and the OSD office can be contacted for additional details. The specialized application is available at:

<http://gss.omb.delaware.gov/osd/certify.shtml>

### The goals of the Small Business Focus (SBF) Program

- Increasing access to opportunities for small businesses to participate in state procurement;
- Creating a program for small businesses of a certain size;
- Certifying those uniquely sized businesses enterprises;
- Creating a Directory of these uniquely sized small businesses;
- Encourage the revising of agency Supplier Diversity Plans to access the Small Business Focus Program Directory when making under threshold procurements; and
- Measuring, analyzing, and reporting on spend for current and future procurements with uniquely sized small businesses in the Small Business Focus Program.

### Who is eligible to apply for Small Business Focus (SBF) certification?

To be eligible, a business must meet all of the following criteria:

- Be owned by U.S. Citizen(s) or Permanent Resident(s);
- Be a For-Profit business with “useful business functions”;
- Be within one of the six industry sectors and at or under the eligibility size caps identified below; and
- Operate free from the control of a business larger than the eligibility size caps identified below.

The SBF Industries	NAICS <sup>2</sup> sectors* (initial code numbers)	eligibility & graduation size caps	
		FTE (full time equivalents)	Gross sales
		Based upon a 3 year average	
Architecture & Engineering Services	237 and 541	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31, 32, and 33	< 250	none
Retail	42, 44, and 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

### NAICS codes within the OSD certified vendor pool.

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Federal Office of Management and Budget (OMB), and

<sup>2</sup> [North American Industry Classification System \(NAICS\)](http://www.census.gov/eos/www/naics/) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. A NAICS code has 6 digits. The first 2 to 3 digits are used to identify the industry for the Small Business Focus Program. You can review NAICS at: <http://www.census.gov/eos/www/naics/>

adopted in 1997<sup>3</sup>. Below are the top five NAICS codes under which firms are certified. The number of firms with these NAICS codes has increased from the end of FY2014 through FY2015. In fact, these five NAICS codes are all within one sector, they all begin with 541 and that sector is known as the Professional, Scientific, and Technical Services sector. Delaware's supplier diversity community is demonstrating increases in these competencies through the continued increase in the number of companies working in these subsectors.

NAICS Code	Professional, Scientific, and Technical Services Sector	FY2015 Vendors by Trade	FY2015 Over FY2013	FY2015 Over FY2014	FY2014 Vendors by Trade	FY2013 Vendors by Trade
541512	Computer Systems Design Services	332	20.73%	10.67%	300	275
541511	Custom Computer Programming	315	17.10%	8.25%	291	269
541611	Administrative Management & General Management Consulting Services	313	19.92%	11.39%	281	261
541330	Engineering Services	208	10.05%	5.58%	197	189
541519	Other Computer Related Services	203	18.02%	7.41%	189	172

During FY2015 to date the state experienced an average of 17.24% growth of OSD certified firms over FY2013 in the sector known as Professional, Scientific, and Technical Services and average 8.73% growth FY2015 over FY2014.

## FY2015 Delaware's Supplier Diversity Community

As we consider reporting on the state's spending during FY2015, we first should consider the community itself. Overall, in FY2015, the number of certified firms increased by 150 businesses or 5.3%, from 2,665 (the number of certified firm at the end of FY2014) to 2,815 (the number of firms certified at the end of FY2015).

Business Enterprise Classification	FY2015 Certified Totals	Veteran VOB/SDVOBE (active)	Minority* MBE (active)	Women WBE (active)
African American	956	3/0	427	250
Subcontinent Asian	229	0	109	59

<sup>3</sup> You can review NAICS codes data and information at <http://www.census.gov/eos/www/naics/index.html>



Hispanic American	207	1/0	97	53
Asian American	163	1/0	66	49
Native American	36	1/0	18	6
Veteran/Service DisAble	37	22/9		
Caucasian Women	1,083	1		826
DisAble	8	7		
subtotals	2786***	22/9**	1,139**	1,286**

\*\*Firms counted in the MBE column are not necessarily firms that are male owned. A firm can be 50% Asian Male and 50% Asian Female, this is a minority owned firm (MBE) and not a woman owned (WBE) firm as 51% is not women owned. Certification is based upon 51% ownership and control but that ownership is clearly no male nor female as it is equally owned across genders.

\*\*\* there are 1995 vendors active in the database and a total of 2815. Of the 2815, 203 are inactive, 481 are expired, 30 are deleted, and 0 are pending. There is great overlap in the classifications within the community as some vendors are more than one category and each vendor is counted in all of their categories, for example, a minority woman veteran is counted in three places.

## FY2015 Delaware's Small Business Focus (SBF) Community

With the new creating of the SBF program during FY2015, the Office of Supplier Diversity has outreached to include businesses that are eligible based on the criteria. Here is a first look at the SBF community. Overall, in FY2015, the number of certified firms grew by 44 firms or 107%, from 41 at the end of FY2014 to 85 at the end of FY2015.

SBF Industries	FY2015	SBF only	Veteran VOB (SDVOB)	DisAble	Minority* MBE	Caucasian ***	Women WBE	Delaware SBF
Architecture & Engineering	10	0	0	0	6	2	5	2
Construction	19	2	1	0	6	7	8	11
Manufacturing	9	3	0	0	2	3	4	8
Retail	12	4	0	0	2	4	5	9
Service	68	16	1(1)	1	23	20	29	38
Wholesale	19	2	0	0	6	10	10	8
	85***							

\*Firms counted in the MBE column are not necessarily firms that are male owned firms. A firm can be 50% Asian Male AND 50% Asian Female; this is a minority (MBE) firm and not a women owned (WBE) as certification is based upon 51% ownership and control but that ownership is clearly not male as it is equally owned across genders.

\*\* some vendors are qualified for more than one SBF industry and a vendor may graduate from one industry but not form another

\*\*\*some vendors have multiple codes i.e.: VOB+MBE+SBF or AA+NA+SBF or WBE+SBF, and some vendors are only SBF.

## Government Support Services, Contracting Unit, outreach

The GSS Contracting Unit manages all aspects of central or statewide contracts. As part of this teams' commitment to a fair and equitable bidding platform, each contract specialist, manager, and officer performs outreach as the contracts they manage are opened for bid and posted within <http://bids.delaware.gov/>. Businesses that have registered within the state's free Vendor Notification Service receive notification of newly posted bids that match the United Nations Standard Products and Services Code® (UNSPSC®)<sup>4</sup> codes that the business has registered with. The outreach performed by the contracting team to reach the supplier diversity community is significant. Over the past four years the team has sent 327,377 email points of outreach contact to vendors to notify them of solicitation opportunities. The chart below counts each point of outreach contact; note that this is different from the number of entities contacted as a firm may be listed in more than one of the sources and any firm may have more than one contact person identified on any list. These contact attempts are from various sources including:

- Office of Supplier Diversity (OSD): <http://gss.omb.delaware.gov/osd/certdir.asp>
- Veteran / Service Disabled Veteran: <http://www.vip.vetbiz.gov>
- SBA / CCR vendor database: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)
- MyMarketPlace vendor listing: [http://contracts.delaware.gov/vendor\\_list.asp](http://contracts.delaware.gov/vendor_list.asp)
- DFM Contractor Registry: <http://dfm.delaware.gov/contractor/index.shtml>

	<b>Total to date</b>	<b>FY2015</b>	<b>FY2014</b>	<b>FY2013</b>	<b>FY2012</b>	<b>FY2011</b>
Number of Central Contracts	244	33	56	46	76	33
Number of outreach communications performed to:						
Delaware Businesses	2,514	335	629	643	756	151
Small Businesses	156,427	25,122	36,509	25,455	67,800	1,541
MBE / WBE	94,551	20,197	19,537	17,537	33,994	3,286
Veteran / Service Disabled Veteran	73,885	13,024	16,645	12,898	29,116	2,202
<b>Totals</b>	<b>327,377</b>	<b>58,678</b>	<b>73,320</b>	<b>56,533</b>	<b>131,666</b>	<b>7,180</b>

<sup>4</sup> You can review UNSPSC data and information at: <http://www.unspsc.org/>



### ROI on GSS Contracting Unit outreach for bids

The OSD is interested in tracking the Return on Investment (ROI) from the high amount of outreach performed by the Contracting Unit on its solicitations. During FY2015 YTD including Q4 the contracting unit outreached 58,678 times to diversity vendors and small businesses to help them learn of the above threshold / formal procurement opportunities with state contracting. The FY2015 outreach was for 33 central contracts. Here is the ROI on the outreach for the year.

FY2015	Total Bids Received	Total Awarded Vendors	Delaware Bids Received	Awarded to a Delaware Firm	Total OSD Bids Received	Awarded to an OSD Firm
Q1	49	36	10	8	4	1
Q2	19	14	11	7	2	2
Q3	69	42	25	21	20	13
Q4	63	48	28	21	12	4
<b>Total</b>	<b>200</b>	<b>140</b>	<b>74</b>	<b>57</b>	<b>38</b>	<b>20</b>

### FY2015 Delaware's Supplier Diversity & Small Business Community spend snapshot

In FY2015 the State of Delaware spent \$213.8Million with the Supplier Diversity and Small Business communities. This is inclusive of the OSD and SBF certified businesses, W9 self-identified businesses, and awarded contract Tier II spend inclusive of DelDOT certified DBEs. This is the first fiscal year that OSD has tracked spend with the small business community as it was the first full year of the Small Business Focus (SBF) Program certification and inclusion activities. The State spent \$91.8M with small businesses in FY2015, including \$6.28M with SBF certified vendors.

	FY2015
Direct spend with OSD Certified firms	\$78,984,438
TOTAL Supplier Diversity spend (include W9, OSD & Tier II)	\$122,005,400
Direct spend with SBF Certified firms	\$6,284,706
Direct spend with W9 small firms (include SBF)	\$91,798,462
<b>TOTAL (all diverse &amp; small)</b>	<b>\$213,803,862</b>

FY2015 overall supplier diversity spend is represented in this snapshot. FY2015 exceeds that of FY2014 and is an increase of 1.33% that was committed to the supplier diversity community when compared with the same period last year.

	<b>FY2015</b>	<b>% of FY2015 total</b>	<b>FY2014</b>	<b>% increase FY2015 over FY2014</b>
Direct Certified OSD Spend*	\$78,984,438	64.74%	\$78,178,622	1.03%
DelDOT DBE Subcontracting	\$11,277,453	9.24%	\$14,940,149	-24.52%
OSD 2nd Tier	\$2,015,932	1.65%	\$2,180,053	-7.78%
Self-Registered W-9	\$29,727,576	24.37%	\$25,100,194	18.44%
<b>Total</b>	<b>\$122,005,400</b>		<b>\$120,399,017</b>	<b>1.33%</b>

FY2015 overall small business community spend is represented in this snapshot. This is the first year of capture for spend with the small business community.

	<b>FY2015</b>	<b>% of FY2015 total</b>
Direct Certified SBF Spend*	\$6,284,706	6.85%
Self-Registered W-9	\$91,798,462	
<b>Total</b>	<b>\$91,798,462</b>	

## **Diversity Spend increases over Governor Markell's Administration**

Since Governor Markell took office in 2009, state spend with the Supplier Diversity Community has tripled from \$40.7Million in FY2009 to \$122Million in FY2015, **representing a 199.2% increase over the period of the Markell Administration.**

The State of Delaware serves the citizenry and works with various vendors each quarter and year to perform and fulfill all necessary functions. From the vantage point of the Office of Supplier Diversity, we track and review state spend with the Supplier Diversity Community. In FY2015, the State of Delaware spent an all-time high of \$122Million with the Supplier Diversity Community. This is an increase of 1.33% over FY2014.



These figures include direct contracting with OSD Certified vendors, subcontracting through DelDOT with the Disadvantaged Business Enterprises (DBE Certified vendors), and with those businesses that are not certified but have self-identified in their W-9 submission that they are a firm owned by a minority, woman, or veteran. Further, each of Delaware's central contracts require that awarded vendors provide a Tier II report, which is a report of all work that the prime vendor (awarded vendor to a state central contract) has done with one or more subcontractors who are members of the supplier diversity community. We look at these numbers as a consolidated total as well as reviewing each separate category.

	<b>FY2015</b>	<b>FY2014</b>	<b>FY2013</b>	<b>FY2012</b>	<b>FY2011</b>	<b>FY2010</b>	<b>FY2009</b>
Direct Certified OSD Spend*	\$78,984,438	\$78,178,622	***\$75,004,831	\$54,204,991	\$53,828,570		
DelDOT DBE Subcontracting	\$11,277,451	\$14,940,149	\$11,068,405	**\$9,299,557	\$6,920,209		
OSD 2nd Tier	\$2,015,932	\$2,180,053	\$11,226	\$527,778	\$286,582		
Self-Registered W-9	\$29,727,574	\$25,100,194	\$14,403,074	\$10,727,113	\$2,549,793		
<b>Total</b>	<b>\$122,005,400</b>	<b>\$120,399,017</b>	<b>\$100,487,536</b>	<b>\$74,759,439</b>	<b>\$63,585,154</b>	<b>\$48,108,560</b>	<b>\$40,776,689</b>
Increase over previous year	<b>1.33%</b>	<b>19.82%</b>	<b>34.41%</b>	<b>17.57%</b>	<b>32.17%</b>	<b>17.98%</b>	

\* Includes DSHA OSD spend

\*\*DelDOT DBE Subcontracting data represents Q1-Q2 spend in FY2012 data

\*\*\*During FY2014 \$8.3million in previously unreported spend was located for FY2013 and related increases were captured for FY2014. This correction was not applied backward to FY2012

The continued year-over-year increases in total spend with the supplier diversity community is both good for the state and good for the community.

### **The Summary Score Card for FY2015 Q4:**

The report below provides an overview of the spending by each agency for FY2015 Q4. This snap shot reports the actual dollars spent with and the number of vendors who are OSD Certified that performed work for each agency, and includes dollars from both the state's checkbook as well as the State's procurement card purchases. The chart below shows not only the dollars spent by agency but it is also intended to show two areas, "No Find" and "1 for 3". A "No Find" means that the agency attempted to find a vendor within the Directory of OSD Certified firms and was not successful in finding a certified vendor for a particular need. The "1 for 3"



opportunity identifies the occasions when an agency had an Under-Threshold opportunity and they outreach to at least one vendor from the Directory of OSD Certified firms to obtain a written quote. Procurement officials follow their Agency Supplier Diversity Plans to seek at least three written quotes for Under-Threshold purchases, and in so doing, they seek from the Directory of OSD Certified firms. The capture of this data has been found to be very challenging. OSD is exploring methods to capture and report this data.

Agency	FY15 Q4	OSD Vendors	% of Awarded OSD	OSD No Find FY2015 Q4	Agency 1 for 3 Opportunities FY2015 Q4
Legislative	\$110,510.53		0.00%		
Judicial	\$128,111.83		0.00%		
Executive	\$1,421,414.65	109	49.10%		
Technology	\$102,752.35	19	8.56%		
Other Elective	\$124,907.06	1	0.45%		
Legal	\$63,310.41	1	0.45%		
Finance	\$821,099.99	1	0.45%		
DHSS	\$2,360,756.01	5	2.25%		
DSCYF	\$225,632.97	30	13.51%		
Correction	\$1,904,297.63	7	3.15%	34	4
DNREC	\$842,070.32	3	1.35%	13	1
DSHS	\$448,783.75		0.00%		
State	\$377,352.11	4	1.80%		
DelDOT	\$3,224,552.13	10	4.50%		
Labor	\$336,514.90	8	3.60%		
Agriculture	\$20,069.54		0.00%		
Elections	\$12,630.00		0.00%		
Fire	\$67,018.07		0.00%		
Natl Guard	\$119,857.50		0.00%		
Exceptional Citizens	\$324.05		0.00%		
Higher Education	\$1,464,542.80	0	0.00%		
Education	\$6,155,019.69	24	10.81%		
<b>Total</b>	<b>\$20,331,528.29</b>	<b>222</b>	<b>100.00%</b>	<b>47</b>	<b>5</b>

Note: Spend data includes Pcard, OSD No Find, and Agency 1 for 3 Opportunities are summarized for all agencies.  
OSD = Office of Supplier Diversity Certified firms.

## Breakdown of Spend by ethnicities, gender, veteran, disabled, and small business status

The following chart shows the FY2015 spend for each quarter and year end for each of the groups of the supplier diversity community. Minority Business Enterprise (MBE) vendors are representative of five ethnic minority groups and include minority women vendors. Women Business Enterprise (WBE) vendors are represented within six ethnic minority groups as well as within the Woman group; meaning that a WBE who is both African American and Native American is counted within both of those ethnic minority groups as well as within the Woman group. For FY2015 Veteran Owned Business Enterprises (VOBE) is inclusive of the disabled community as Service Disabled Veteran Business Enterprise (SDVOBE) vendors are counted in both. Note that a Veteran who is also a minority and/or a woman will be counted within each and every group they belong to. In FY2015 the disabled community will also include firms owned by Individuals with DisAbilities (IWDBE). Governor Markell signed E.O. 44 on March 26, 2014, including IWDBEs into the supplier diversity community.

<b>FY2015</b>	<b>Q4</b>	<b>Q3</b>	<b>Q2</b>	<b>Q1</b>	<b>FY2015 Totals</b>
African American	\$1,992,700	\$1,414,431	\$2,268,874	\$827,728	\$6,503,733
Asian American	\$2,330,632	\$3,150,866	\$1,346,984	\$1,363,310	\$8,191,792
Subcontinent Asian	\$542,578	\$342,642	\$481,492	\$436,364	\$1,803,076
Hispanic American	\$810,183	\$971,296	\$1,256,585	\$2,120,014	\$5,158,078
Native American	\$26,473	\$8,396	\$20,788	\$42,536	\$98,193
MBE Tally**	\$5,702,566	\$5,887,631	\$5,374,723	\$4,789,953	\$21,754,873
Veteran & Service Disabled	\$606,295	\$869,875	\$846,753	\$1,041,756	\$3,364,679
VOBE & SDVOBE Tally**	\$606,295	\$869,875	\$846,753	\$1,041,756	\$3,364,679
Disabled	\$95,961	\$176,635	\$66,977	\$78,089	\$417,662
IWDBE Tally**	\$95,961	\$176,635	\$66,977	\$78,089	\$417,662
White American	\$13,709,580	\$12,777,139	\$14,331,358	\$12,339,474	\$53,157,551
Woman+	\$17,925,008	\$17,324,842	\$17,966,207	\$14,767,023	\$67,983,080
WBE Tally**	\$17,925,008	\$17,324,842	\$17,966,207	\$14,767,023	\$67,983,080
<b>Total</b>	<b>\$24,329,830</b>	<b>\$24,258,982</b>	<b>\$24,254,661</b>	<b>\$20,676,821</b>	<b>\$93,520,294</b>



\*PCARD = procurement card or credit card. These numbers are annual for FY2015.

\*\*There is some double count in the numbers for businesses who are in more than one category. For example, an African American and Native American Women Business owners is counted in 3 categories.

+ This Woman category includes all minority women and they are also captured within their ethnic minority.

The Small Business Focus program has 6 industries. FY2015 total spend with the SBF community was \$6.28M and spend by industry is as follows:

FY2015	Q4	Q3**	Q2**	Q1**	FY2015 Totals
Architecture & Engineering Services	\$131,626	\$29,543	\$35,567	\$83,374	\$280,111
Construction	\$239,873	\$327,957	\$280,985	\$228,637	\$1,077,452
Manufacturing	\$10,330	\$1,375	\$50		\$11,755
Retail	\$147,934	\$221,761	\$84,737	\$126,334	\$580,766
Service	\$1,688,200	\$1,376,947	\$1,468,057	\$444,016	\$4,977,220
Wholesale	\$126,715	\$208,154	\$73,361	\$117,199	\$525,429
<b>Totals**</b>	<b>\$2,043,741</b>	<b>\$1,720,840</b>	<b>\$1,773,233</b>	<b>\$746,892</b>	<b>\$6,284,706</b>

\*\*There is some double count in the numbers for businesses who are in more than one category, however the total is not a double count number.

## Self-Identified supplier diversity entities through the W-9

Any vendor doing work must provide a W-9 form for tax purposes. Delaware has a Substitute Form W-9; it allows vendors to self-identify in the Additional Reporting Elements section of the form, by checking all that apply, as: Women Owned, Veteran Owned, and Minority Owned. Some firms who self-identify on the W-9 are also OSD Certified, but not all are. When reporting spend, a culling process occurs to remove all vendors that are OSD Certified from the group in the W-9 spending column. The chart below reports on the monies spent with firms that self-identify on their W-9 form but are not certified through the Office of Supplier Diversity.

Agency	Q4	Q3	Q2	Q1	FY2015 Total
Legislative	\$24,087.82	\$16,650.01	\$632.50	\$7,795.00	\$49,165
Judicial	\$177,384.87	\$177,497.24	\$171,353.99	\$156,316.00	\$682,552
Executive	\$714,152.49	\$248,450.15	\$323,352.38	\$988,132.62	\$2,274,088
Technology	\$29,786.00	\$21,453.57	\$43,000.00	\$3,671.82	\$97,911
Other Elective	\$31,242.95	\$13,177.00	\$25,567.00	\$34,590.00	\$104,577
Legal	\$180,964.37	\$228,013.59	\$179,188.59	\$223,662.44	\$811,829
Finance	\$412,219.85	\$381,613.84	\$198,817.47	\$127,420.18	\$1,120,071
DHSS	\$1,434,231.46	\$1,316,085.34	\$1,114,259.23	\$1,261,216.92	\$5,125,793



DSCYF	\$723,041.12	\$626,492.18	\$640,496.04	\$497,237.22	\$2,487,267
Correction	\$51,911.12	\$7,639.34	\$24,777.11	\$8,675.10	\$93,003
DNREC	\$200,189.64	\$447,851.53	\$176,248.18	\$180,350.89	\$1,004,640
DSHS	\$167,793.35	\$92,570.48	\$72,633.78	\$81,079.64	\$414,077
State	\$85,765.49	\$114,194.64	\$78,240.92	\$80,623.26	\$358,824
DelDOT	\$673,466.70	\$372,199.83	\$458,888.87	\$279,863.65	\$1,784,419
Labor	\$106,086.17	\$143,844.66	\$83,367.53	\$83,701.88	\$417,000
Agriculture	\$2,489.16	\$4,325.48	\$53,225.91	\$153,479.48	\$213,520
Elections	\$226.61	\$80.00	\$12,000.00	\$12,325.00	\$24,632
Fire	\$4,169.93	\$843.47	\$0.00	\$3,269.04	\$8,282
Natl Guard	\$147,013.64	\$161,650.25	\$227,253.70	\$370,227.57	\$906,145
Exceptional Citizens	\$0.00	\$1,010.00	\$247.50	\$165.00	\$1,423
Higher Education	\$302,940.89	\$180,321.14	\$86,387.42	\$143,131.85	\$712,781
Education	\$3,260,280.10	\$2,477,000.46	\$3,280,440.56	\$2,017,855.04	\$11,035,576
<b>Total</b>	<b>\$8,729,443.73</b>	<b>\$7,032,964.20</b>	<b>\$7,250,378.68</b>	<b>\$6,714,789.60</b>	<b>\$29,727,576</b>

The W9 also allows vendors to self-identify as small. Below is the spend with those vendors for FY2015:

Agency	Q4	Q3	Q2	Q1	FY2015 Total
Legislative	\$12,113	\$10,250	\$0	\$3,250	\$25,613
Judicial	\$223,148	\$245,996	\$570,718	\$311,263	\$1,351,125
Executive	\$897,711	\$698,092	\$919,609	\$833,209	\$3,348,620
Technology	\$981,542	\$847,959	\$857,445	\$691,062	\$3,378,007
Other Elective	\$60,347	\$75,120	\$203,672	\$290,636	\$629,775
Legal	\$399,477	\$453,463	\$464,947	\$492,277	\$1,810,163
Finance	\$1,672,951	\$1,691,656	\$1,492,864	\$1,276,746	\$6,134,218
DHSS	\$3,146,395	\$4,397,493	\$3,674,546	\$4,089,585	\$15,308,020
DSCYF	\$474,241	\$560,201	\$653,921	\$403,286	\$2,091,648
Correction	\$269,602	\$282,585	\$183,833	\$414,657	\$1,150,677
DNREC	\$506,854	\$640,756	\$743,805	\$483,950	\$2,375,366
DSHS	\$913,710	\$424,155	\$800,023	\$652,751	\$2,790,639
State	\$445,048	\$173,752	\$215,624	\$403,255	\$1,237,680
DelDOT	\$4,717,001	\$1,180,427	\$1,585,582	\$3,455,251	\$10,938,260
Labor	\$141,121	\$190,761	\$241,459	\$121,862	\$695,203
Agriculture	\$8,955	\$4,150	\$104,998	\$163,423	\$281,525
Elections	\$32,267	\$1,215	\$56,462	\$40,655	\$130,599
Fire	\$26,001	\$40,198	\$26,492	\$22,184	\$114,876

Natl Guard	\$165,258	\$1,384,084	\$380,762	\$41,347	\$1,971,451
Exceptional Citizens		\$251	\$248	\$165	\$663
Higher Education	\$557,516	\$384,223	\$454,132	\$754,164	\$2,150,035
Education	\$11,250,720	\$7,714,552	\$8,588,595	\$6,067,054	\$33,620,921
<b>Total</b>	<b>\$26,901,978</b>	<b>\$21,401,339</b>	<b>\$22,219,738</b>	<b>\$21,012,030</b>	<b>\$91,535,085</b>

## About the score card

This Annual Report includes the pull-out score card included above. The first two numbered pages of this report are a score card for agencies and School Districts. There are various data points that make up the FY2015 Diversity Score Card. Agencies track and measure their Supplier Diversity efforts along these analytics. Agencies each have a Supplier Diversity Plan and those can be found at the Office of Supplier Diversity website at:

<http://gss.omb.delaware.gov/osd/supplierdiversity.shtml> or within each agency. In addition to looking at the spend that is done directly with OSD Certified firms, this chart looks at the spend in the form of dollars as well as in the form of a percentage of the total spend with OSD Certified firms. The first column captures the spend with OSD Certified firms. As the budget for each agency is different, the second column reports what that agency's percent of the total annual spend with the OSD certified community is. This percentage of total spend allows us to normalize the vantage point to find averages. The score card above, that is the pull out section is an Annual score card. Below we will look at the score cards for Q4. The diversity spend by agency against the total spend for the quarter averages 4.55%. Six agencies exceed the average for FY2015 Q4. They are, in order of highest spend compared to other agencies: Education (30%), DelDOT (15.8%), DHSS (11.6%), Correction (9.4%), Higher Education (7.2%) and Executive (6.99%). The third column is the total spend by each agency for the quarter. The last column reports the percentage of spend each agency had made with the certified OSD community as a percentage of their total quarterly spend. In this instance, the average agency spent 2.55% of their total spend this quarter with the OSD Certified community. Eight agencies exceeded or were at that quarterly average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Fire (9.09%), Legislative (8.46%), Correction (4.6%), Education (3.9%), Labor (3.7%), Natl Guard (3.5%), DSHS (3.14%), and Higher Education (2.8%). The \$20.3Million total spend with OSD Certified firms is 1.31% of

the \$1.54Billion total spent by these agencies in this quarter; this total figure is below the average, and lower than last quarter. Of note is that this \$1.54Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

The score cards follow. Here there is a score card for the spend with the Supplier Diversity community followed by one with the small business community. At the start of this report is a score card that combines reporting for both the Supplier Diversity Community and the Small Business community. It is included at the start of this report (at pages iv and v) as a pull out page for Agencies and also includes School Districts spend with the diversity community.

<b>AGENCY</b>	<b>FY2015 Q4</b>	<b>% of Total FY2015 Q4 Direct Certified OSD Spend</b>	<b>FY2015 Q4 Total Agency Spend</b>	<b>OSD % of FY2015 Q4 Agency Spend</b>
Legislative	\$110,511	0.54%	\$1,306,075	8.46%
Judicial	\$128,112	0.63%	\$8,906,998	1.44%
Executive	\$1,421,415	6.99%	\$356,261,418	0.40%
Technology	\$102,752	0.51%	\$17,065,837	0.60%
Other Elective	\$124,907	0.61%	\$32,936,451	0.38%
Legal	\$63,310	0.31%	\$5,756,137	1.10%
Finance	\$821,100	4.04%	\$55,891,087	1.47%
DHSS	\$2,360,756	11.61%	\$545,631,988	0.43%
DSCYF	\$225,633	1.11%	\$24,812,131	0.91%
Correction	\$1,904,298	9.37%	\$41,408,834	4.60%
DNREC	\$842,070	4.14%	\$34,444,106	2.44%
DSHS	\$448,784	2.21%	\$14,298,353	3.14%
State	\$377,352	1.86%	\$15,507,533	2.43%
DelDOT	\$3,224,552	15.86%	\$160,190,900	2.01%
Labor	\$336,515	1.66%	\$9,176,720	3.67%
Agriculture	\$20,070	0.10%	\$12,029,466	0.17%
Elections	\$12,630	0.06%	\$1,681,319	0.75%
Fire	\$67,018	0.33%	\$737,388	9.09%
Natl Guard	\$119,858	0.59%	\$3,436,004	3.49%
Exceptional Citizens	\$324	0.00%	\$13,302	2.44%
Higher Education	\$1,464,543	7.20%	\$51,991,130	2.82%



Education	\$6,155,020	30.27%	\$154,986,667	3.97%
<b>Total</b>	<b>\$20,331,528</b>	<b>100.00%</b>	<b>\$1,548,469,844</b>	<b>1.31%</b>

The small spend by agency against the total spend for the quarter averages 4.55%. Four agencies exceed the average for FY2015 Q4. They are, in order of highest spend compared to other agencies: Education (41.8%), DelDOT (17.53%), DHSS (11.7%), and Finance (6.22%). The third column is the total spend by each agency for the quarter. The last column reports the percentage of spend each agency had made with the small business community as a percentage of their total quarterly spend. In this instance, the average agency spent 2.57% of their total spend this quarter with the small business community. Nine agencies exceeded or were at that quarterly average with the supplier diversity community. They are, in order of highest percent of spend compared to total spend: Education (7.3%), Legal (6.94%), DSHS (6.39%), Technology (5.75%), Natl Guard (4.8%), Fire (3.5%), Finance (3%), DelDOT (2.94%), and State (2.87%). The \$26.9Million total spend with small business community is 1.74% of the \$1.54Billion total spent by these agencies in this quarter; this total figure is below the average, but higher than last quarter. Of note is that this \$1.54Billion total quarterly spend has not been adjusted to remove any debt-service or any non-discretionary spend.

<b>AGENCY</b>	<b>FY2015 Q4</b>	<b>% of Total FY2015 Q4 Direct Certified OSD Spend</b>	<b>FY2015 Q4 Total Agency Spend</b>	<b>OSD % of FY2015 Q4 Agency Spend</b>
Legislative	\$12,113	0.05%	\$1,306,075	0.93%
Judicial	\$223,148	0.83%	\$8,906,998	2.51%
Executive	\$897,711	3.34%	\$356,261,418	0.25%
Technology	\$981,542	3.65%	\$17,065,837	5.75%
Other Elective	\$60,347	0.22%	\$32,936,451	0.18%
Legal	\$399,477	1.48%	\$5,756,137	6.94%
Finance	\$1,672,951	6.22%	\$55,891,087	2.99%
DHSS	\$3,146,395	11.70%	\$545,631,988	0.58%
DSCYF	\$474,241	1.76%	\$24,812,131	1.91%
Correction	\$269,602	1.00%	\$41,408,834	0.65%
DNREC	\$506,854	1.88%	\$34,444,106	1.47%
DSHS	\$913,710	3.40%	\$14,298,353	6.39%

State	\$445,048	1.65%	\$15,507,533	2.87%
DelDOT	\$4,717,001	17.53%	\$160,190,900	2.94%
Labor	\$141,121	0.52%	\$9,176,720	1.54%
Agriculture	\$8,955	0.03%	\$12,029,466	0.07%
Elections	\$32,267	0.12%	\$1,681,319	1.92%
Fire	\$26,001	0.10%	\$737,388	3.53%
Natl Guard	\$165,258	0.61%	\$3,436,004	4.81%
Exceptional Citizens		0.00%	\$13,302	0.00%
Higher Education	\$557,516	2.07%	\$51,991,130	1.07%
Education	\$11,250,720	41.82%	\$154,986,667	7.26%
<b>Total</b>	<b>\$26,901,978</b>	<b>100.00%</b>	<b>\$1,548,469,844</b>	<b>1.74%</b>

### Year over Year Analysis

As we look at current fiscal year spending with the OSD Certified community, looking at a trend in comparison to the previous year is helpful. The chart below demonstrates an overall FY2015 spending increase of 1.03% with the OSD Certified community as compared with FY2014.

Agency	FY2015	FY2014	Difference	Percent Change
Legislative	\$387,125.94	\$262,461	\$124,665	47.50%
Judicial	\$714,461.95	\$646,756	\$67,706	10.47%
Executive	\$4,938,189.33	\$5,830,757	(\$892,568)	-15.31%
Technology	\$2,537,772.32	\$1,080,232	\$1,457,540	134.93%
Other Elective	\$462,343.12	\$338,792	\$123,551	36.47%
Legal	\$327,306.65	\$289,490	\$37,817	13.06%
Finance	\$3,617,119.24	\$3,818,697	(\$201,578)	-5.28%
DHSS	\$6,974,704.24	\$5,165,864	\$1,808,840	35.02%
DSCYF	\$1,496,831.63	\$1,436,341	\$60,491	4.21%
Correction	\$9,697,734.33	\$8,771,174	\$926,560	10.56%
DNREC	\$3,975,550.96	\$3,103,663	\$871,888	28.09%
DSHS	\$1,198,865.85	\$941,502	\$257,364	27.34%
State	\$1,637,209.52	\$1,563,468	\$73,742	4.72%
DelDOT	\$8,948,502.93	\$8,664,481	\$284,022	3.28%
Labor	\$1,397,020.57	\$1,077,894	\$319,127	29.61%
Agriculture	\$94,216.28	\$114,324	(\$20,108)	-17.59%
Elections	\$114,428.22	\$63,515	\$50,913	80.16%
Fire	\$107,921.12	\$62,945	\$44,976	71.45%





Natl Guard	\$643,250.39	\$488,679	\$154,571	31.63%
Exceptional Citizens	\$324.05	\$289	\$35	12.13%
Higher Education	\$4,750,573.12	\$3,701,727	\$1,048,846	28.33%
Education	\$24,962,986.55	\$30,755,573	(\$5,792,586)	-18.83%
<b>Total</b>	<b>\$78,984,438.31</b>	<b>\$78,178,623</b>	<b>\$805,815</b>	<b>1.03%</b>

### Quarter over Quarter Analysis

Each quarter of FY2015 the diversity spend saw change over the previous quarter. This snapshot is for each segment of the total supplier diversity spend for all four quarters of FY2015.

<b>Q-over-Q</b>	<b>Q4</b>	<b>Q3</b>	<b>Q2</b>	<b>Q1</b>	<b>FY2015 TOTAL</b>
<b>trend analysis</b>					
Direct Certified OSD Spend	\$20,331,528	\$19,617,945	\$20,622,416	\$18,412,549	\$78,984,438
DeIDOT DBE Subcontracting	\$1,693,347	\$3,103,029	\$2,981,064	\$3,500,011	\$11,277,451
OSD 2nd Tier	\$592,820	\$537,248	\$454,524	\$425,334	\$2,009,926
Self Registered W-9 (MBE WBE Vet)	\$8,729,443	\$7,032,964	\$7,250,378	\$6,714,789	\$29,727,574
Total (M, W, V)	\$31,347,138	\$30,291,186	\$31,308,382	\$29,052,683	\$121,999,389
<b>% increase/decrease over previous quarter</b>	<b>3.49%</b>	<b>-3.25%</b>	<b>7.76%</b>	<b>-4.65%</b>	<b>1.33%</b>

Each quarter of FY2015 the small business community spend saw change over the previous quarter. This snapshot is for each the small business community spend for all four quarters of FY2015.

<b>Q-over-Q</b>	<b>Q4</b>	<b>Q3</b>	<b>Q2</b>	<b>Q1</b>	<b>FY2015 TOTAL</b>
<b>trend analysis</b>					
Direct Certified SBF Spend	\$2,043,741	\$1,720,840	\$1,773,233	\$746,892	\$6,284,706
Self Registered W-9 (small)	\$26,901,978	\$21,401,339	\$22,219,738	\$21,012,030	\$91,535,085
<b>% increase/decrease over previous quarter</b>	<b>25.70%</b>	<b>-3.68%</b>	<b>5.75%</b>		

## Subcontracting/Tier II Report

Government Support Services receives subcontracting information on central contracts from the prime or awarded vendors on those contracts, when they have work with the supplier diversity community relative to the core of the contract. Tier II reporting has a lag period to gather all data as we rely upon prime vendors to report their supplier diversity spend with subcontractors (Tier II) and that data extends past a quarter end. The currently available Tier II reporting and spend for Q4 covers 2 contracts and spend for the year FY2015 covers 5 contrasts.

This chart reports Tier II spend on five GSS or central contracts totaling \$2.1Million.

GSS Contract	Vendor	FY2015				
		Q4	Q3	Q2	Q1	Total
001-DentalInsBenefit	Delta Dental			\$603	\$683	\$1,286
011-Hand Tools/127-Fasteners/577-Industrial	Fastenal		\$3,042	\$1,411	\$1,814	\$6,267
597-IT Augmentation	Computer Aid	\$533,250	\$487,469	\$452,364	\$411,398	\$1,884,481
608-Document Destruction	DE Assn. of Rehabilitation Facilities		\$5,105	\$4,120	\$9,502	\$18,726
723-Nutrition Software	Education Mgmt Systems	\$59,570	\$42,231	\$750	\$2,620	\$105,171
<b>Total</b>		<b>\$592,820</b>	<b>\$537,847</b>	<b>\$459,248</b>	<b>\$426,017</b>	<b>\$2,015,932</b>

## Federal Disadvantaged Business Enterprise (DBE) program

The Delaware Department of Transportation (DelDOT) is a recipient of both federal and state funds for their projects. Businesses that are certified as Disadvantaged Business Enterprises (DBE) meet both social and economic eligibility review. The Directory of DBE Certified Firms at DelDOT is at: <http://www.deldot.gov/public.ejs?command=PublicDBEVendorSearch> . The projects that include federal funds may have a federally required sub-contracting participation goal for firms that are Disadvantaged Business Enterprise (DBE) Certified. DelDOT's contract is with a prime contractor or awarded contractor and those contractors bid with identified DBE

Certified sub-contractors. The prime contractors provide a Tier II report regarding the DBE participation during each phase of the work. In FY2015 Q4, nineteen (19) different DBE Certified firms worked on DelDOT projects in a sub-contracting capacity, those payments totaled \$1.69Million.

<b>Certified DBE</b>	<b>FY2015 Q4</b>
AMERICAN FLAG INC	\$318,100.18
ATLANTIC SURVEYING AND MAPPING LLC	\$25,263.50
CALLAHAN PAVING PRODUCTS INC	\$5,455.00
CRAWFORD TRUCKING CO LLC	\$67,423.63
CURBS ETC INC	\$447,949.80
DECISION DISTRIBUTION LLC	\$15,172.00
DIRECT & CORRECT, INC.	\$795.00
EASTERNEX INTERNATIONAL LTD	\$27,456.20
JANETTE REDROW LTD	\$45,708.88
KRISS CONTRACTING INC	\$118,217.15
M & M CONSTRUCTION INC	\$56,262.00
MARY THRESA ALLEN	\$1,410.00
RAMESH C BATTI ASSOCIATES PA	\$54,000.00
S & T TRUCKING CO	\$3,760.00
SITWORK SAFETY SUPPLIES INC	\$156,325.22
STRIPE-A-LOT INC	\$176,662.53
TRAFFIC & SAFETY SIGNS INC	\$144,083.25
WILTON CORPORATION	(\$7,686.00)
WSD CONTRACTING INC	\$36,989.18
<b>Total</b>	<b>\$1,693,347.52</b>

In FY2015 DelDOT's Tier II subcontracting program of DBE certified business enterprises total \$11.3M in spend. This represents a decrease of -24.52% or \$3.6M in spend with DBEs during FY2015 as compared with FY2014.

	<b>FY2015</b>	<b>FY2014</b>	<b>FY2013</b>	<b>FY2012</b>	<b>FY2011</b>
DelDOT DBE	\$11,277,451	\$14,940,149	\$11,068,404	\$9,299,557	\$6,920,209

Subcontracting**					
<b>Increase over previous year</b>	<b>-24.52%</b>	<b>34.98%</b>	<b>19.02%</b>	<b>34.38%</b>	

## Trainings offered to the Vendor Community

In a strong effort to help diverse and small business seize upon the opportunity to bid on formal procurement solicitations, to date Government Support Services (GSS) Contracting Unit's Trainer and OSD have offered 18 "Vendor Day – How to Do Business with the State of Delaware" trainings throughout the state to help engage vendors and educate about the state's procurement process, procedure, expectations, and helpful tips. Government Support Services continues to see new vendors join us as repeat attendees, coming for a second or third time to continue to learn more about contracting with the state. The Trainer, Mr. Bruce Krug, Supervisor in Government Support Services and Trainer, and his Training Curriculum were recognized nationally through the National Association of State Procurement Officials' (NASPO) George Cronin Award, as an Honorable Mention for 2014.

In addition to the Vendor Days, starting in FY2014 a new training, School District Vendor Days, was offered for the first time. They were successful trainings and are being offered in FY2015 in last quarter, Q2, and this quarter, Q3; 6 have been offered to date, 3 in each FY2014 and 3 in FY2015. During FY2015 they were re-branded as "School District Supply Chain" events and each vendor introduced themselves to school district personnel and buyers and then had an opportunity to meet each buyer they wanted to meet to initiate a relationship. Even though state contracts are intended to be used, and eligible to be used by all state agencies, not all entities are required by Delaware Code to utilize these contacts. Schools and municipalities are both examples of excluded entities. Therefore, vendors are eligible to market directly to these groups. To help vendors learn how to do that on a district by district bases, three School District trainings were offered. Additionally, vendors were provided with a link to a chart of names and contact information for procurement officers throughout all School Districts, state agencies, all municipalities, and various other departments to assist them in building relationships.

The charts below identify the number of trainings, the total participants to date, through FY2015 Q3, and the breakdown of participants as minority or women owned businesses, veteran or service disabled, and Individuals with DisAbilities owned businesses, Delaware based businesses, and small businesses.

<b>Training</b>	<b># of Offerings TO DATE</b>	<b># of MBE WBE Vendors Attending</b>	<b># Veteran/ SDV Attending</b>	<b># DE Based Vendors Attending</b>	<b># of Small Businesses Attending</b>	<b># of Disabled Owned Businesses Attending</b>	<b>Total FY2014 # Vendors Attending</b>	<b>Actual # Vendors Attending</b>
Vendor Day	18	271	54	278	280	14	296	496
School District Supply Chain	6	108	10	138	144	n/a	87	198

## Plan Requests

In addition to certification, the Office of Supplier Diversity manages a process known as Plan Requests. Any Public Works construction project that has architectural or engineering plans or drawings involved has the Plan Request option for vendors. A vendor may make a request to view the plans or drawings. The request comes into the Office of Supplier Diversity and is reviewed, passed along to the solicitation owner if appropriate, and once the solicitation owner reviews they send their decision back to OSD. OSD then works with the technology team to cause an internet site to be created especially for the approved vendor where they can view the requested plans. This Plan Request option removes the financial burden of purchasing plans for non-bidding vendors and allows such a vendor to view the plans electronically for 2 weeks so that they may determine if their business has the capacity to perform as a subcontractor or Tier II contractor on projects. Plan Requests are for school projects, colleges and university projects, state buildings under Division of Facilities Management (DFM), the National Guard, and any other state public work project. This process has been in place since August of 2012.

There is a group of vendors that are excluded from this process – they are known as Bid Rooms or Plan Rooms. Plan Rooms do not perform construction trade work on a contract but instead collect plans from throughout the country or a region and then share the plans with their customers. The Plan Request form explains the limitations on use - including that drawings are not for re-distribution. Plan Rooms and Bid Rooms are therefore excluded as their sole purpose of receiving the plans is to redistribute to their subscribership. The obvious safety aspect about who has what plans for which project is one of the most compelling reasons for this exclusion. There is a specific email address created for Plan Requests, it is [PlanRequests@state.de.us](mailto:PlanRequests@state.de.us). This chart documents the increase in FY2015 request volume over that of FY2014.

Plan Request history	FY2015					FY2014	Percent change FY2015 over FY2014
	Q4	Q3	Q2	Q1	total		
Plan Requests received	125	83	59	52	319	281	13.52%
Businesses requesting	85	60	47	41	233	216	7.87%
Requests approved	106	64	48	45	263	267	-1.50%
Requests denied	13	9	4	4	30	14	114.29%
Solicitations involved	37	26	17	25	105	89	17.98%
Requesting businesses that are OSD Certified	7	9	6	8	30	30	0.00%

Of the PlanRequests made through OSD for FY2015 only 9.04% were from the OSD Certified community.

## OSD Participation in the Community

The Office of Supplier Diversity is committed to continued contact and participation in the community. During the first quarter OSD created a list serve and started the outreach to the community. During the second quarter that outreach grew and OSD connected with more resource partners to share further access to business development, opportunities, networking, and engagement to the businesses who joined the list serve. OSD had 147 in-person touch points with the community in the fourth quarter and a total of 614 for the year.

	Q4	Q3	Q2	Q1	FY2015
Meetings and Events	13	16	14	12	55
State of Delaware events	18	19	20	16	73
OSD Community meetings	6	13	13	5	37
Vendor requested meetings	13	21	24	13	71
Boards, Committees, Commissions	13	11	15	12	51
Chambers of Commerce	2	2	6	4	14
subtotal	65	82	92	62	301
OSD List serve outreach activities	82	81	75	75	313
<b>OSD participation in community by quarter</b>	<b>147</b>	<b>163</b>	<b>167</b>	<b>137</b>	<b>614</b>

One of the best ways to learn about the various business development activities and other opportunities is to join the OSD list serve via this link:

<http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>. In that regard, the OSD list serve shared 82 different business-opportunity focused messages with the community this quarter, which shared are included in this chart:

6/12/2015 Keys to Effective Time Management - June 19  
6/12/2015 Doc Robyn presents: Own Your Success! June 23  
6/11/2015 Networking and Knowledge: Get the F (fear) out of choosing wine - June 17  
6/10/2015 SBA federal contracting certification seminar - June 17 - FREE-copy  
6/9/2015 Get the "F" (fear) Out for Biz - June 24  
6/9/2015 Face-to-Face Disaster Exercise - June 18 or June 30  
6/9/2015 Brainstorm Your Book - June 23  
6/9/2015 FOOD BUSINESS INNOVATION INITIATIVE SERIES - June 17  
6/2/2015 1 Million cups - tomorrow - June 3 - 830am - FREE-copy  
5/29/2015 Construction: ABC Delaware courses-June  
e-Procurement: How To Do Business with the State of Delaware Online - June 11 -  
5/28/2015 FREE  
5/26/2015 Invest in You Friday- Let's talk about LinkedIn May 29  
5/26/2015 Wilmington, 1 Million Cups presentations - Free - Tomorrow-June 17  
5/21/2015 Manage Your Social Media in 30 Minutes A Day - June 11  
5/21/2015 USPAACC CelebrAsian Procurement Conference - June 3 to 5  
5/21/2015 DSBC -The Top 5 Pinterest Boards - June 9  
5/21/2015 a Joint Chambers of Commerce Event - June 19 at the Chesapeake Inn  
5/21/2015 DSBC Grant Writing and Fundraising 101 - May 28  
5/20/2015 Top Technology Trends, happening TONIGHT May 20  
5/19/2015 WBENC 16th Annual National Conference & Business Fair - June 23-25, 2015





5/19/2015 Delaware Business Emergency Preparedness Summit - June 2 - FREE  
5/19/2015 OPPORTUNITY - Skanska USA - respond by May 22  
5/19/2015 1 Million cups - tomorrow - 730am - FREE  
5/13/2015 Girl's Night Out - fashion food fun & financial education! May 14  
5/13/2015 Lunch & Learn: Sustainability & You! May 21  
5/13/2015 Delaware Business Emergency Preparedness Summit - June 2  
5/13/2015 DE Latino Professional Network Spring Lunch - May 21 - FREE  
5/13/2015 Networking TOMORROW - Free - Clarion Belle  
GOVERNMENT CONTRACTING AND CERTIFICATION PROGRAM June 23  
5/12/2015 FREE  
5/12/2015 Employer Workshop for hiring Veterans - May 14 - FREE  
5/12/2015 1Million Cups - Wilmington - TOMORROW - FREE  
5/10/2015 SCORE event in Philly with Daymond John - FREE May 14  
5/6/2015 TONIGHT in Dover: Two topics for Retailers  
5/5/2015 The Grow Wilmington Fund  
5/5/2015 SBA small business awards for the year  
5/5/2015 CBS Networking and KnowledgeThriving through Transition - May 20  
4/29/2015 Publishing for Coaches and Consultants - May 19 - Free  
4/29/2015 How to do Business with the FEDERAL government - May 28  
4/29/2015 Women's Business Center - May Programming  
4/29/2015 Great Dames - Powerful Women series - May 11  
4/29/2015 Boost your Business: Cleaning out your Marketing Closet - May 13 - FREE  
4/29/2015 City of Dover - info Night on FUNDING sources to help you grow - April 30 - FREE  
4/29/2015 Communicating to Win - May 20  
4/28/2015 How would you use a \$100,000 grant?  
4/28/2015 Time to VOTE How would you use a \$100,000 grant?-copy  
4/28/2015 OPPORTUNITY - Water Treatment Plant in MD due May 18  
4/26/2015 Where do you work from?  
4/26/2015 WBE Program and MatchMaker Meetings - April 29  
4/26/2015 MBE Tournament and Networking event - June 15  
4/26/2015 NATIONAL SMALL BUSINESS WEEK - May 4-8  
4/25/2015 Vendor Table and Sponsor Opportunity - College Fair - May 9  
4/25/2015 SBA federal contracting certification seminar - May 20 - FREE  
4/25/2015 Doc Robyn presents: Learn Practice Grow Succeed-May 19  
4/25/2015 DE SMALL Bus. Chamber - New Member Breakfast - May 12 FREE  
4/25/2015 DSBC Small Business (company logo) Convoy - May 2  
4/25/2015 DE SMALL Bus. Chamber - After Hours Networking - May 6  
4/25/2015 Construction: ABC Delaware courses  
4/25/2015 Book Signing & Celebration of In10tions - April 29 - FREE  
4/25/2015 GSA market your business to the private & public sector  
4/24/2015 Veteran Verification Workshop - May 11 - free



4/24/2015 GOVERNMENT CONTRACTING AND CERTIFICATION PROGRAM  
 4/24/2015 Business Networking Event & Book Launch - Middletown - June 16 - FREE  
 4/24/2015 Business Networking - Wilmington - April 28 - FREE  
 4/22/2015 The Money School: Remarkable Marketing - April 24 - FREE  
 4/21/2015 Small Business: (1) Innovation Research & (2) Technology Transfer  
 4/21/2015 Positioned to Profit in 2015 - April 30 at DSCC - FREE  
 4/21/2015 Unleash Your Incredible Factor - May 20 to 22  
 4/21/2015 2nd Annual Networking / Career Fair at BlueRocks June 17  
 4/20/2015 Make QuickBooks Work for You  
 4/20/2015 Invitation to NETWORK tomorrow morning - at DSCC in Wilmington  
 4/15/2015 FOOD BUSINESS INNOVATION INITIATIVE SERIES - Part 2  
 4/15/2015 FOOD BUSINESS INNOVATION INITIATIVE SERIES  
 4/15/2015 Rise & Shine NETWORKING - April 23 at 730am  
 4/15/2015 Invest in You Friday-How to Use Facebook to Grow Your Business-April 24  
 4/14/2015 Success Story: M. Davis expands in 145th year!  
 4/8/2015 Webinar: Keys To Effective Time Management: April 24  
 4/2/2015 Why Business Owners Should Publish a Book- Seminar  
 4/2/2015 SBA Small Business Week Awards Gala - May 5  
 4/1/2015 Boost Your Business - By Saying NO! - April 8 - FREE  
 4/1/2015 ABC Delaware - Networking Night - April 9 in Wilmington  
 4/1/2015 Networking TONIGHT in New Castle - Augusta Grill - DE Small Chamber  
 4/1/2015 State of Delaware VEHICLE AND HEAVY EQUIPMENT AUCTION

## Future Plans for OSD

In addition to continuing the efforts already in process, tracked, and reported in this report, the Office of Supplier Diversity's future plans include:

- FY2016 will continue the growth of the Small Business Focus (SBF) Program and start the recertification cycle for the program.
- OSD will continue to join with the Individuals with DisAbilities community to continue outreach and certification for Individuals with DisAbilities who are business owners.
- OSD will continue to participate with the Governor' Supplier Diversity Council on initiatives to support supplier diversity and small business opportunities state wide.
- OSD will continue to process PlanRequests and will conduct additional outreach to the certified community through the OSD list serve to let trades and others know that they

can view the drawings for new construction as well as maintenance and repairs for free for a two week period, in an effort to grow access to the subcontracting opportunities these projects avail.

- OSD will continue to work with Corporate entities to continue to grow the usage of the online Directory of Certified firms for those entities.
- OSD spent two quarters of FY2015 participating with GSS leadership on an e-procurement project that will have two or more phases. OSD will continue to participate with this team project to assist in bringing the eMarketplace to state procurement activities.
- OSD will continue to work with resource partners and vendors to continue the OSD is Sharing outreach of business development, access to opportunity, and continuing networking knowledge to the entire community. Anyone can join the OSD list serve at: : <http://directory.osd.gss.omb.delaware.gov/self-registration.shtml>

## Questions, Comments, and Feedback

Your questions, comments, and feedback are always welcome. Please feel welcome to call or email so that we can find a time to get together to discuss your questions, comments, and feedback. Collaboration is a wonderful tool to finding results that move us along in a positive direction.

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